

HOW TO... Customise Word

You probably think you have Word figured out but, as **Jennifer Bagley** explains, you can greatly enhance the way it works for you with a few select modifications

Along with your browser, your word processor is probably the most used application on your computer. Yet while you may have tweaked nearly every setting possible in Windows to get it looking and feeling exactly the way you want, chances are the most you've done in Word is add a couple of buttons to the toolbar. You can customise Word 2003 through the Options dialog box, the Customize dialog box and the Support template. In this walkthrough, we'll show you how.

1 Select Customize from the Tools menu, or right-click on a clear area of the toolbar at the top of your Word document. To add a button to the toolbar, go to the Commands tab. Click on a command you want and, holding down the mouse button, drag it on to the toolbar. You can choose whether you want it to appear as a button, with a name, or both. It is also possible to choose the icon that appears on the button, modify it or draw your own.

While you've got the Customize dialog box open, look at the Options tab. There are a few useful items here. For example, if you don't like the way Word hides little-used items on menus, tick the 'Always show full menus' box.

2 Another dialog box you'll want to explore is Options. Select it from the Tools menu. Say you would like to increase, or decrease, the number of recently opened documents shown at the bottom of the File menu. Go to the General tab and adjust the number next to Recently used

file list. Also on this tab, you can adjust the default measurement used by Word. To get the ruler to display in inches or centimetres, click on the menu next to Measurement units.

3 By default, Word will always go to My Documents the first time you select Save or Open after starting the program. That can be annoying if you've chosen another folder to use for most of your documents. To change this, go to the File Locations tab in the Options dialog box and click on the Modify button. Choose the folder you'd like it to use and click OK.

4 Word 2003 comes with a Support template. You can use this to make useful little changes, such as the underline colour for spelling errors. If you chose the complete setup option when you installed Word, you'll have the Support template already. If you used the typical setup option, or you installed Word 2003 as an upgrade, you'll need to install the template.

Open the Control Panel, double-click on Add/Remove programs and make sure Change or Remove programs is selected. In the list of Currently Installed Programs, select your version of Office. Click on Change, then on Next in the dialog box that appears. Tick the 'Choose advanced customization of applications' box and click Next. Click on the '+' sign next to Microsoft Office Word, then Wizards and Templates. Finally, click on the icon next to More templates and macros. Select 'Run all from My computer' from the menu that appears.

MORE CUSTOMISING TIPS

■ Turn the ruler on or off by clicking on its option in the View menu. To see the ruler down the side of the page, as well as across the top, select Print Layout from the View menu.

■ Screenshot tips are little yellow boxes that pop up when you hover the cursor over an item, such as a button on the toolbar. In Word, they can also be allocated to words in your document. To have a screenshot pop up with the *Shopper* URL, highlight the words 'Computer Shopper'. Press Ctrl-K. Click on the Screenshot button and enter something descriptive such as 'Go to the Computer Shopper website'. Click OK. In the Address box at the bottom, enter the URL www.computershopper.co.uk and click OK. Now when you hover your cursor over the words *Computer Shopper*, a screenshot will appear. Hold down the Ctrl key and click to open the site in your browser automatically.

5 You then need to find the Support.dot file to open it. The quickest way is to use the Windows Search tool. Alternatively, look through the Microsoft Office folders. It could, for example, be in C:\Program Files\Microsoft Office\Office11\Macros\Support.dot. Double-click on the file's icon to open it. Then click on the Registry Options button. Scroll down the list under Options to SpellingWavyUnderlineColor. Click on that and then on Choose Color. When you're done, click Change. Do the same for GrammarWavyUnderlineColor.

6 When you select Insert, Picture, From File in Word, it looks in the My Pictures folder. To change this, click on Picture-Path in the Set Registry Options dialog box and then on the Browse button.

Another tool you'll use to get Word working the way you like it is AutoCorrect (Tools, AutoCorrect options). You may end up with a list of words you misspell, or handy text shortcuts. Use Support.dot to keep a backup of these; this can also be used to install your changes on another PC. Click on the AutoCorrectBackup button and follow the onscreen instructions. **CS**

